

U.S. Department  
of Transportation

United States  
Coast Guard



Commandant  
United States Coast Guard

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COMDTINST 5351.2

MAR 30 2000

COMMANDANT INSTRUCTION 5351.2

Subj: LEADERSHIP COUNCIL'S SHARP COASTIE AWARD PROGRAM

Ref: (a) Coast Guard Rewards and Recognition Handbook, COMDTPUB P1650.37

1. PURPOSE. As prescribed in reference (a), this Instruction establishes the Sharp Coastie Award "SHARP" program to provide special recognition to those Coast Guard personnel (Civilian, Auxiliary, Reserve and Regular) who have demonstrated significant results in Workload Management.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall disseminate this information to all personnel.
3. DIRECTIVES AFFECTED. None
4. PROCEDURES.
  - a. All members of the Leadership Council (G-C, CV, CCS, LANT/PAC Area Commanders, and the MCPOCG) are authorized to present these awards in accordance with the stated purpose. A sample letter of recognition, to accompany the award, is included as Enclosure 1.
  - b. The Chief, Office of Quality and Management Effectiveness (G-CQM) will coordinate this program in accordance with the instruction and reference (a).

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- c. The "SHARP" Program is designed to provide special recognition to those individuals who have demonstrated a commitment to the program through "active and significant" support of Workload Management as embedded throughout the Strategic Plan, 1999. A copy of the Strategic Plan, 1999 is published on the Internet at [www.uscg.mil/org.html](http://www.uscg.mil/org.html).
- d. All recipients will receive special recognition from one of the members of the Leadership Council, in the form of a letter of appreciation and a "SHARP" memento. The "SHARP" program is not intended to replace the existing Awards Program, but rather, to provide prompt recognition for the intended recipient. Individuals may receive both "SHARP" recognition and a military/civilian award, if appropriate, for the same outstanding effort.

5. DISCUSSION.

- a. The Coast Guard's Workload Management Program is a long-term, systematic approach to "engage in a comprehensive, service-wide initiative to better manage workload through process improvement, reduction, and balance." We will aggressively seek out innovative ways to improve the quality of life of our people, and improve service to customers, by eliminating or waiving unnecessary administrative burdens, and updating or revising operational requirements consistent with sound risk management principles.

6. FORMS/REPORTS. None.

/s/  
J. C. CARD  
Vice Admiral, U.S. Coast Guard  
Vice Commandant

Encl: (1) Sample Flag Letter of Recognition

Encl. (1) to COMDTINST 5351.2



THE VICE COMMANDANT OF THE UNITED STATES COAST GUARD  
WASHINGTON, D.C. 20593

(date)

Dear (name),

Congratulations on your selection as a recipient of the Leadership Councils's Sharp Coastie (SHARP) Award. Through your active involvement and support in advancing the Strategic Plan's Workload Management initiative, I personally selected you for recognition under our SHARP program.

(Statement of Awardee's accomplishments)

Your "whetstone" efforts were instrumental in advancing our service-wide initiative to better manage workload through process improvement, reduction, and balance.

Sincerely,

J. C. CARD  
Vice Admiral, U. S. Coast Guard

**Sample Letter – Letter to be prepared using the stationery of the appropriate Leader Council member presenting the award.**

Encl: (1) Sample Letter of Recognition